

**CITY OF BANNING  
COMMUNITY REDEVELOPMENT AGENCY**



**REQUEST FOR QUALIFICATIONS AND  
EXPRESSIONS OF INTEREST**

**FOR AFFORDABLE HOUSING PROGRAMS INCLUDING:**

- FIRST TIME HOME BUYER DOWNPAYMENT ASSISTANCE PROGRAM, AND
- OWNER-OCCUPIED, SINGLE FAMILY HOME EXTERIOR REHABILITATION PROGRAM

**RESPONSES DUE:  
THURSDAY, JANUARY 14, 2010 by 5:00 PM**

## **1. The Community:**

The City of Banning, CA (population 28,000) is strategically located in the San Gorgonio Pass area of Western Riverside County in Southern California. Banning lies astride Interstate 10 between Los Angeles and Palm Springs.

The community enjoys clean air, ample water supplies and the inspiring vistas of the two tallest peaks in Southern California, Mt. San Gorgonio and Mt. San Jacinto. In addition, residents enjoy picturesque meadows, fruit groves and a charming downtown.

Incorporated February 6, 1913, Banning is a full service General Law City operating its own water and electric utilities as well as a municipal bus service. Banning is governed by five council members elected at large. The City Manager is the Chief Administrative Officer and is appointed by the City Council. City functions are operated by seven major departments with at least one or more divisions in each.

## **2. The Agency:**

The Community Redevelopment Agency (CRA) is administered as a division of the Community Development Department and managed by the Executive Director (City Manager), the Community Development Director, and the Redevelopment Manager, who are responsible for the day-to-day activities of the Agency, Agency administration, program and policy development, and project implementation and management.

The Agency is governed by a five member Board who also serve as City Council.

The current Agency Board's leadership includes:

- Don Robinson, Chair
- Debbie Franklin, Vice Chair
- Robert (Bob) Botts, Board Member
- Barbara Hanna, Board Member
- John Machisic, Board Member

### **2.1 Project Area:**

The redevelopment Project Area is approximately 3,283 acres in size and is comprised of approximately 2165 Residential parcels, 314 Commercial /Industrial parcels and 839 other. The majority of Banning's housing stock within the Project Area is older (40 yrs +) and in poor to good condition.

## 2.2 Agency Housing Program:

Historically, the Agency has implemented and administered two primary housing programs: the **First-Time Homebuyer Down Payment Assistance Program**, and an **Exterior Rehabilitation Program** (Single-Family, Owner-Occupied Homes). In Addition, the Agency has enjoyed a successful relationship with Habitat for Humanity for the San Geronio Pass Area that has resulted in the development of new single family homes for qualified local families.

As the Agency moves forward and builds capacity and resources, the Agency desires to become more active in the development of new affordable, multi-family and single family housing developments, multi-family rehabilitation, and housing for people with special needs.

The Agency is currently undergoing an update to the **Agency's Five Year Implementation Plan**, which will identify community housing needs and priorities for the future.

## 3. The Current Need and the Opportunity

The CRA seeks qualified full service firms that can provide the Agency with a full range of services to support the Agency's: **First Time Homebuyer Down Payment Assistance Program** and the **Exterior Rehabilitation Program** for single-family, owner-occupied homes in Banning (the PROGRAMS).

Qualified firms will be able to provide the Agency with a comprehensive menu of services in a turn-key fashion to completely deliver both PROGRAMS. The Agency is accustomed to receiving services for each program that include the following:

- Fully staff and operate an office open from 8 am to 5 pm Monday through Friday with the ability to take calls from prospective clients during normal business hours.
- Act as a "one-stop" information clearinghouse for Banning's programs, as well as other supportive services and housing programs administered in the County of Riverside.
- Client Intake and Pre-Qualification and Qualification.
- Homebuyer and homeownership education.
- Contract execution, fund disbursement coordination, contract/file management and follow-up tracking.

### Minimum Expectations of Agency for Contractor's Services:

#### 3.1 First Time Home Buyer Down Payment Assistance Program

- A. Service inquires and initial information sharing, intake and pre-qualification

- B. Application education and assistance
- C. Credit and underwriting functions
- D. Coordination with private lenders and brokers
- E. Facilitation through escrow and closing
- F. Recording of final second deeds of trust and covenants
- G. File maintenance
- H. Monthly reporting
- I. Quarterly summary activity reporting
- J. Presentations to CRA Board
- K. Outreach and marketing of program via multi-media resources
- L. Contract management and program cost control

### **3.2 Exterior Rehabilitation Program**

(Single-Family, Owner-Occupied Units)

- A. Service inquires and initial information sharing, intake and pre-qualification
- B. Application education and assistance
- C. Credit and underwriting functions
- D. Coordination with owners, private lenders and brokers
- E. Site inspections
- F. Work write-ups (Scope of work)
  - Solicitation of contractor bids
  - Award and qualification of contractors and bids
  - Create pool of available, qualified contractors
    - Verify licenses, Insurance, Workers Comp., Etc

*Please Note: All contractors working in the City of Banning are required to Obtain a City of Banning Business License*
- G. Project management
- H. Project acceptance process and Notice of Completion
- I. Project close-out
- J. Recording of Covenants and/or Regulatory Agreements
- K. File maintenance
- L. Monthly reporting
- M. Quarterly summary activity reporting
- N. Presentations to CRA Board
- O. Outreach and marketing of program via multi-media resources
- P. Contract management and program cost control

### **4. Interested Firms are required to provide:**

- A. Statement of qualifications
- B. History of firm
- C. Key principals and staff members resumes
- D. Statement of approach to program delivery
- E. Response to menu of services required
- F. Ability to provide periodic on-site services in Banning
- G. Including counseling and educational sessions (4 times a year)

- H. Professional references (at least 3) from clients to whom you provide similar / same services required by City of Banning.
- I. Five (5) unbound copies of your proposal- limit 10 pages (8 ½ x 11)
- J. One copy of proposal in electronic format (MS Word on cd)

**5. Consideration Process**

5.1 Firms submitting proposals / qualifications will be reviewed by Agency staff, and those firms with the highest ranking may be invited to an interview with Agency staff and given an opportunity to make a 10 to 15 minute presentation on your qualifications with 15 minutes for Q&A and clarifications/follow-up.

5.2 The top three firms may be invited to negotiate and submit final proposals including the cost of monthly overhead and administration cost to the Agency.

5.3 The successful firm maybe invited to enter into a Professional Services Consultant Agreement with the Agency (***template attached***).

5.4 The minimum period for this contract is anticipated to be one year with the opportunity to extend the contract for up to two additional years.

5.5 The successful firm is required to obtain a City of Banning business license.

5.6 Firms intending to submit proposals should contact the Redevelopment Manager below by e-mail or phone to be added to project tracking list so that all Requests for Information (RFI) or clarification can be shared with all firms intending to submit proposals. Deadline for RFI is one week prior to submission deadline – January 7, 2009 by 5:00 p.m.

5.7 Interested firms should submit complete proposals to:

**City of Banning Community Redevelopment Agency**

**Attn: John Jansons, Redevelopment Manager**

**99 East Ramsey Street**

**Banning, CA 92220**

**Phone 951-922-3152, or E-Mail [jjansons@ci.banning.ca.us](mailto:jjansons@ci.banning.ca.us)**

5.78 All submissions become property of the Agency and will not be returned.

**DEADLINE FOR RECEIPT OF SUBMISSIONS:  
THURSDAY JANUARY 14, 2010 by 5:00 PM**

***No Facsimile or E-Mail submissions will be accepted.***